

## 2024/2025 WORK STUDY PROGRAM

### JOB POSTING

**JOB TITLE:** PADM 1 –Research Assistant

**DEPARTMENT NAME:** School of Public Administration

**CONTACT NAME:** Dr. Richard T. Marcy (Principal Investigator)

#### JOB DESCRIPTION:

The student will assist a research team that is examining leadership, leadership development, and social innovation in the public and nonprofit sectors. The student will be exposed to, and engage with, multiple streams of research related to (but not limited to) a closer examination of the particular processes and skills that people might employ to be more effective, socially-innovative leaders. Multiple roles under investigation include leaders of modern day social movements, as well as those more generally found in the public and non-profit sectors.

The student's primary responsibilities will be to do a series of topical searches, coordinate and maintain research materials, proofread draft articles, populate a specially-designed database, as well as check information in the database for accuracy. Additional tasks could include the gathering of historical and/or interview data, the dissemination of knowledge (to include the developing of websites), as well as the running of basic statistical analyses.

The faculty research team will provide counsel and direction on how to conduct research, with an aim to providing the student with the tools to solve problems as well as the skills associated with the designing and conducting of their own research projects. The supervisory and mentoring model is based on the experiential education model that actively engages students in an authentic research experience. The student will also reflect on their experiences, thus developing new skills, new knowledge, and new theories or ways of thinking.

#### QUALIFICATIONS:

The student must be:

1. able to read and understand information presented in a variety of forms;
2. proficient with computers, internet browsers, and common database software (such as Excel, Access, and literature-oriented databases, such as PsycInfo and JSTOR) in order to locate, gather, and organize information;
3. able to observe and record data, plan and manage time, and work both independently and with a team;
4. a strong communicator (both written and oral) in order to share information and expertise with the research team.

APPLICANTS MUST BE ELIGIBLE TO PARTICIPATE IN THE WORK STUDY PROGRAM

For details go to: <http://www.uvic.ca/registrar/safa/work-study/index.php>

The student must also have access to a computer, whether it be their own or one in a campus computer lab. Preference will be given to those that have a background in leadership, research methods, web development software, and associated qualitative and/or quantitative software (e.g., SPSS, NVivo).

All qualified candidates, including qualified women and men including members of visible minorities, Aboriginal peoples, and persons with disabilities are encouraged to apply.

**JOB LOCATION ON-CAMPUS:** Room A370, School of Public Administration, Human and Social Development Building

**WORK STUDY WAGE:** \$18.50/hour (including 4% vacation pay)

**HOURS AVAILABLE:** 150

**HOW TO APPLY:**

Please submit a cover letter that expresses your interest in and qualifications for the position, along with your resume and unofficial transcript, to:

Dr. Richard Marcy via email at [rtmarcy@uvic.ca](mailto:rtmarcy@uvic.ca)

In the subject line of the email, please put "RA Application."